

**U.S. Mission to Tunisia**

**JOB ANNOUNCEMENT #17/09**

June 25, 2009

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**SUBJECT: Voucher Examiner**

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**OPEN TO:** All interested Candidates

**POSITION:** Voucher Examiner, FSN-6: FP-8

**OPENING DATE:** June 25, 2009

**CLOSING DATE:** July 10, 2009

**WORK WEEK:** 40 hours/week

**SALARY:** Not-Ordinarily Resident: (Position is graded at the full performance level of Grade: FP-8)  
Ordinarily Resident: TD 14,866 per year (Position is graded at the full performance level of Grade: FSN-6).

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Tunis is seeking an individual to fill the position of Voucher Examiner in the Financial Management Office (FMO).

**BASIC FUNCTION OF POSITION:**

Prepares routine vouchers using specialized software for payment of bills. Incumbent prepares various types of vouchers that include payments to various vendors. Performs the full range of voucher examination work, from verification of invoices and the accuracy of bills and purchase orders. Ensures that all necessary and relevant supporting documentation has been attached and that vouchers are properly prepared, audited, and approved for payment by authorizing officials. Reviews and examines these vouchers to assure transactions meet all legal and regulatory requirements. Liaises with other Embassy sections and vendors to resolve any problems with vouchers, supporting documentation, or other aspects of expenditure. Ensures compliance with Prompt Payment Act and Electronic Funds Transfer (EFT) payment requirements.

**A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 71-107-320 or 71-107-172.**

## **REQUIRED QUALIFICATIONS:**

**Education:** Degree in accounting and/or finance required.

**Experience:** From 1 to 2 years of progressively responsible experience in payment audit or other fiscal clerical type work.

**Language:** Level III (General Proficiency) in English speaking/reading/writing; Level IV (Advanced Proficiency) in French and Arabic speaking/reading/writing.

**Knowledge:** Sound knowledge of vouchering processes relating to disbursement, collections, and voucher preparation and internal control procedures is required.

**Skills and Abilities:** Computer literacy to include keyboard data entry, knowledge of Excel, Word or similar applications and strong analytical skills are required.

## **SELECTION PROCESS:**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The applicant's sponsor must have more than 10 months remaining on his/her tour at this post at the time of selection.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or  
a current resume or curriculum vitae that provides the same information as an OF-612; plus

2. Candidates who claim US veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**These employment applications can be found on our Mission's webpage on the Internet at <http://tunisia.usembassy.gov/jobs.html>**

**SUBMIT APPLICATION TO:**

E-mail: [TunisApplicants@state.gov](mailto:TunisApplicants@state.gov)

Fax: 71-107-080

Regular mail:

Human Resources Office  
American Embassy Tunis  
Les Berges du Lac  
1053 Tunis, Tunisia

**DEFINITIONS:**

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire foreign, civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: Friday, July 10, 2009**

The US Mission in Tunisia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted, Approved and Cleared in accordance with Post Regulations

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